

TRAINING OPPORTUNITIES

REV 8/1/2019

On-Demand Training

We are busy juggling work, family & other responsibilities, so it's understandable if we sometimes can't spare 60 minutes or more for a training session, no matter how informative or engaging it is. The On-Demand training sessions from the Employee Assistance program are (5-10 minutes) training modules which include fun, interactive features & help us build practical skills to deal with real-life challenges. Topics include Balancing Work & Life, Managing Personal Finances, Time Management Tools & Personal Health. Information can be found on the EAP web portal www.guidanceresources.com.

On-Going State Resource

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
On-going Self-Paced	Harassment Prevention Training	\$0*	KS Human Rights Commission (KHRC) - Visit online at: http://www.da.ks.gov/ps/training/lectora%20harassment-2/	Online	All Employees	This online course promotes an understanding & increased awareness of harassment, including sexual harassment. This presentation defines an inclusive workplace, reviews why an inclusive workplace is important, discusses workplace harassment, including sexual harassment, & provides guidance on what to do if you feel that you have been harassed. If you are a supervisor, this presentation reviews what you should do if you receive a report of harassment or witness harassment.
On-going Self- Paced	KS New Employee Orientation (ID #: 1051574) Successfully Dealing with Challenging Customers (ID #: 1069122)	\$0*	KS Department of Health & Environment (KDHE) and KS Department of Commerce - KS New Employee Orientation Successfully Dealing with Challenging Customers Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID#	Online	All Employees	New Employee Orientation: Provides necessary vital information to newly hired employees regarding benefits, policies, procedures & expectations. Successfully Dealing with Challenging Customers: This online course identifies reasons customers may appear unreasonable & what gets in the way of working with challenging customers. Describes the importance & best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers & best serve those customers effectively.
On-going Self-Paced	FMLA Supervisory Training	\$0*	KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/fmla/	Online	Supervisors	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law & practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law.
On-going Self-Paced	FMLA Training for Employees	\$0*	KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/employeeefmla5/	Online	All Employees	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law & how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA & what their responsibilities would be while on FMLA.

On-going Self-Paced	<p>HIPAA Awareness (ID #: 1047429)</p> <p>HIPAA: Allowable Disclosures & Safeguards (ID #: 1072478)</p> <p>HIPAA: Right to Access & Documentation (ID #: 1072486)</p>	\$0*	<p>KS Department of Health & Environment (KDHE) -</p> <p>Visit KANSAS TRAIN at https://www.train.org/ks/, register/login, & look up by Course ID#</p>	Online	All Employees	<p><u>HIPAA Awareness:</u> After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources & identify two HIPAA rules & two consequences of HIPAA violations.</p> <p><u>HIPAA: Allowable Disclosures & Safeguards:</u> After completing this online course, you will be able to determine possible Protected Health Information (PHI) & how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job & determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) & determine correct actions, respond correctly to information transmission format scenarios & locate a resource for further information.</p> <p><u>HIPAA: Right to Access & Documentation:</u> After completing this online course, you will be able to recognize that your organization has HIPAA forms & compliance officer. You will also be able to demonstrate concept mastery through scenario decision making & locate resources for further information.</p>
On-going Schedule by Appointment	Inappropriate Behavior & the Inclusive Workplace	\$0*	<p>KS Human Rights Commission (KHRC) -</p> <p>Ruth Glover at: Ruth.Glover@ks.gov</p>	By Appointment	All Employees	<p>The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment & behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior & inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.</p>
On-going Schedule by Appointment	Records Management 101	\$0*	<p>KS Historical Society (KSHS) -</p> <p>Megan Rohleder at: Megan.Rohleder@ks.gov or Ethan Anderson at: Ethan.Anderson@ks.gov</p>	By Appointment	Records Officers or Designees; All Employees	<p>This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper & electronic records, the State Records Board, & Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising & constructing retention schedules & helpful advice on how to start revisions of their agency's schedule.</p>
On-going Schedule by Appointment	Shared Drive Clean Up	\$0*	<p>KS Historical Society (KSHS) -</p> <p>Megan Rohleder at: Megan.Rohleder@ks.gov or Ethan Anderson at: Ethan.Anderson@ks.gov</p>	By Appointment	All Employees	<p>This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements & programs/software that will identify duplicate records & will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.</p>

On-going Self- Paced	State Library - LearningExpress Library	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	<p>LearningExpress Library is a system of online tutorials, eBooks & other materials funded & made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a "Center" for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE & more occupational or entrance exams are available to all Kansans. Visit http://kslib.info/LEL & register for your personal account & use these materials.</p> <p>Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review</p>
On-going Self-paced	State Library - Universal Class	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	<p>Universal Class is a system of online courses in over 500 topics, funded & made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments & Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. Visit http://kslib.info/uclass & register for a personal account to join or audit a course.</p> <p>Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review</p>
On-going Self- Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice & Discounts, Personal Money Management Advice, Work-Life Solutions & More!	\$0*	Employee Assistance Program (KDHE) - Lucas Dudgeon at: Lucas.Dudgeon@ks.gov <i>or</i> Alec Hawley at: ahawley@compsych.com	Online	All Employees	<p>CompPsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial & legal advice when you need it, help you discover your best financial options, assist in finding elder & child care & even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos & e-books over popular work-life topics available at no cost.</p> <p>Call 1.888.275.1205 Option 1 or go online at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial & more.</p>

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

August 2019 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
8/12/2019 - 9:00 AM to 5:00 PM	**FEATURED** Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of \$38 will be assessed. Please contact Jonathan Wood at Jonathan.Wood@ks.gov , for any certification fee questions & payment.
8/6/2019 - 8:30 AM to 10:30 AM	Ouch! That Stereotype Hurts for Employees	\$0*	KS Department of Transportation (KDOT) - Adriane Creviston at: Adriane.Creviston@ks.gov	Eisenhower State Office Building East Tower Conference Rm	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as state employees is complex whether it is working successfully with coworkers or partners in the community. Being able to understand each other is the most critical component of our job & in the end it will determine our success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people & how these opinions can impact our communication styles & behavior in a positive or negative way.
8/6/2019 - 8:30 AM to 3:30 PM	PowerPoint 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn how to create and modify templates, build a custom slide master & insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art & drawing tools. Students will add & modify action buttons, use advanced delivery techniques, customize & create toolbars & create macros.
8/6/2019- 8/7/2019 - 8:30 AM to 3:30 PM	Access 2016 Level 3	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Use SQL statements and examine them in Access, write SQL statements to create queries & attach an SQL statement to a command button. Create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria and create action queries to add, delete & modify data in tables and to create new tables. Create & run macros to automate tasks and attach macros to the events of database objects. Create data validation & data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros & create macros to import/export database objects. Import Access objects into an active database from another Access database & Excel, export objects from one active database to another Access database, export/import XML documents.

8/7/2019 - 8:30 AM to 3:30 PM	Outlook 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar and Reading Pane. Create groups, shortcuts & address books; customize email options, set alerts & use voting buttons. Use and customize instant search of the Inbox, all folders, Contacts, Tasks & Calendar. Use categories, Rules & Automatic Reply messages. Use advanced methods of setting up, organizing and moving items within folders & sub-folders (including folder clean-up & deletion of folders). Create, delete and use public folders & learn to post and delete items within public folders.
8/13/2019 - 8:30 AM to 11:30 AM	Kansas Active Shooter Mitigation - KASM (ID: 1080936)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This course provides staff information & knowledge to address an active shooter or other violent act to help assure their safety. Participants will learn actions to take in response to an active shooter or other violent situation. This course is consistent with the KDHE security measures & internal directives.
8/13/2019 - 8:30 AM to 3:30 PM	Word 2016 Level 3	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn mail merge, create forms, work with & run macros. You will also create a master document, table of contents, footnotes, endnotes & cross-references.
8/13/2019- 8/14/2019 - 8:30 AM to 3:30 PM	AdobePro with Forms	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will create PDF documents, convert to different formats, customize settings, edit documents, add bookmarks, etc. They will create interactive forms, import & export form data and print & batch process PDF documents.
8/14/2019 - 8:30 AM to 3:30 PM	Windows 10 Basics	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will identify & open objects on the Windows Desktop, use the Windows XP Help and Support Center, navigate the folder hierarchy & search for files by using My Computer and Windows Explorer, manage files & folders and work with the Recycle Bin, create simple word processing documents & drawings by using the WordPad & Paint accessories, customize the desktop by creating desktop shortcuts and using the Control Panel and Browse the Internet by using Internet Explorer & turn off Windows.

8/14/2019 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.
8/15/2019 - 8:30 AM to 4:30 PM	Tools for Crucial Conversations (HRGSCO0402)	\$0*	KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037	DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room	Managers & Supervisors	Participants will be introduced to modes & tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive & intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit & joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting & monitoring clear expectations of performance based upon customer-centered services & workforce efficiencies.
8/20/2019 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	\$0*	KS Department of Administration (DofA) - Register online at: https://www.surveymonkey.com/r/PMPA ug20	Landon State Office Building, Conference Room 560	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.
8/20/2019- 8/21/2019 - 8:30 AM to 3:30 PM	Access 2016 Level 1	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Organize data efficiently by using a database management system; start Access & open Access databases; & use the Help feature. Plan & create a database; use Datasheet view & Design view. Create tables & work in tables. Modify a table's design. Use the Find feature & the spelling checker. Sort, filter, and delete records. Set field properties. Create input masks. Set validation rules; & create single & multiple-field indices. Create queries & sort & filter the results; modify queries; & perform operations in queries. Create, modify & work with forms. Use them to find, sort & filter records. Create reports by using Auto Report, the Report Wizard, Design view & queries; & modify & print report.
8/20/2019 - 11:00 AM to 12:00 PM	Managing Your Emotions in the Workplace	\$0*	KS Department of Health & Environment (KDHE) and CompPsych - Register online at: https://register.gotowebinar.com/register/1514605152182330371	Online	All Employees	Everyone experiences emotions at work. We get frustrated with bosses giving more work when they don't understand how much work we already have. We get upset with co-workers who don't do their jobs, so we can't do ours. We get angry with irate customers who don't realize we are only trying to help. We worry about an uncertain future. But will all these emotions, most people don't think they have anything to do with how they are feeling. They believe their emotions are a result of an external cause. That just isn't true.

8/22/2019 - 8:30 AM to 11:30 AM	Kansas Active Shooter Mitigation - KASM (ID: 1080936)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This course provides staff information & knowledge to address an active shooter or other violent act to help assure their safety. Participants will learn actions to take in response to an active shooter or other violent situation. This course is consistent with the KDHE security measures & internal directives.
8/22/2019 - 9:00 AM to 10:00 AM	Reading for Fulfillment	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/ReadJournalWrite	Landon State Office Building, Conference Room 509	All Employees	Twenty-five percent of American adults haven't read a book in the last 12 months. But we read constantly out of necessity: the news, social media, texts, work emails and homework. Some of us may also read for pleasure. Maybe we want to learn more about subjects that interest us, like biographies and histories, or we might enjoy the pure fun of a good mystery or a thriller. There are benefits to reading beyond information and enjoyment. What are they, and how can we get them? This session will look how reading, learning and imagining can help us strengthen our brains. We'll see how reading fiction can improve our social skills. We'll review how losing ourselves in a book that we love can reduce our stress. Some of us may even sleep better by reading a good page-turner.
8/22/2019 - 10:30 AM to 11:30 AM	Journaling & Writing for Personal Growth	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/ReadJournalWrite	Landon State Office Building, Conference Room 509	All Employees	Building a habit of free-writing can help us to avoid writer's block when working on an important project. Keeping a written record of our personal goals can help us to achieve them. Using a gratitude journal can help us to be happier, healthier people.
8/23/2019 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of \$38 will be assessed. Please contact Jonathan Wood at Jonathan.Wood@ks.gov , for any certification fee questions & payment.
8/27/2019 - 8:30 AM to 11:30 AM	Four Steps to Better Mentoring	\$0*	KS Department of Transportation (KDOT) - Adriane Creviston at: Adriane.Creviston@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course is a basic 4-step program which will introduce a practical & positive approach to mentoring not only new employees but training current employees in a new skill. This course is for anyone looking to improve their mentoring & basic training skills.

8/27/2019-8/29/2019 - 8:30 AM to 4:30 PM	Vendor Management	\$350	KS Information Technology Office (KITO) - Carolynn Ingram at: KITO@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory, 2800 SW Topeka Blvd, Room 166	Project Management Oriented Employees	This three-day course will provide detailed instruction in areas such as pre-solicitation, solicitation & award of a contract. Each participant will develop tools for working with vendors, a clear understand of vendor motivation & techniques for making it a win-win relationship. This course will focus on ways to select, monitor & control vendors, as well as how to make vendors a partner or an extension as stakeholders who deliver the right performance throughout the length of the project. In addition, this course will focus on all aspects of vendor management, such as developing vendor management plans, identifying performance measurements & discussing various contract types & their strengths & weaknesses.
8/27/2019 - 1:00 PM to 4:00 PM	The Happiness Advantage	\$0*	KS Department of Transportation (KDOT) - Adriane Creviston at: Adriane.Creviston@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course introduces participants to the Happiness Advantage to promote positive behaviors in like & in the workplace. Participants will learn the importance of overcoming stress & negativity to create a work environment that is pleasant and stimulating. Participants will learn how stress affects team members differently & how to recognize when it is hurting productivity.
8/28/2019 - 9:00 AM to 3:00 PM	Learning to Lead	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 509	Non-Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow & equip yourself, so you can be in a position to lead before you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future & discovering the personal values that influence your attitudes & behavior.
8/29/2019 - 8:30 AM to 11:30 AM	5 Dysfunctions of a Team	\$0*	KS Department of Transportation (KDOT) - Adriane Creviston at: Adriane.Creviston@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course teaches participants understand the differences in how individuals work is a challenging process. It is anticipated that through training team members with "5 Dysfunctions of a Team", teams will understand the difference in values, beliefs & morals of each employee that is assigned to our agency. It is the desire that team members will learn to successfully work through the identified dysfunctions to create teams that are healthy, productive & functional.
8/29/2019 - 8:30 AM to 3:30 PM	ArcGIS Online	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees using AGOL	What is Online? Accessing online & adding data. Create a web map & analysis data. Share data. Use an existing map. Getting to know the mapping functions. Drawing order. Legend formatting. Basemap. Adding layers. Change style. Analyze. Save & share.
8/29/2019 - 1:00 PM to 4:00 PM	How Full Is Your Bucket?	\$0*	KS Department of Transportation (KDOT) - Adriane Creviston at: Adriane.Creviston@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course addresses how to define, identify & minimize negativity in the workplace. Bard on the book, "How Full Is Your Bucket" by Tom Rath & Donald Clifton, participants will learn the theory of the bucket & the dipper in this fresh & interactive classroom experience suitable for all State employees.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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September 2019 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
9/4/2019 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	\$0*	KS Department of Administration (DofA) - Register online at: https://www.surveymonkey.com/r/PMPSept4	Landon State Office Building, Conference Room 560	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.
9/4/2019 - 8:30 AM to 3:30 PM	Word 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Explore the Word environment; create, save & close documents; & use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; & use the Undo & Redo commands. Select text; copy & move text; & use the Find & Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs & creating lists & by setting paragraph indents & line spacing.
9/4/2019- 9/5/2019 - 8:30 AM to 3:30 PM	Access 2016 Level 2	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Normalize tables, set table relationships & implement referential integrity between related tables. Create a Lookup list field, modify Lookup field properties & use a subdatasheet to add data to related tables. Create join queries, create calculated fields in a query & use queries to view summarized & grouped data. Add unbound controls, graphics, calculated fields & a combo box to a form.
9/5/2019 - 8:30 AM to 3:30 PM	Excel 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.
9/6/2019 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.

9/9/2019 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of \$38 will be assessed. Please contact Jonathan Wood at Jonathan.Wood@ks.gov , for any certification fee questions & payment.
9/10/2019- 9/11/2019 - 8:30 AM to 3:30 PM	Crystal Reports Writer Level 1	\$270	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is designed for new users of Crystal Reports 2013. Some of the topics covered include a review of the software features, report design & the creation of presentation quality reports.
9/10/2019- 9/11/2019 - 8:30 AM to 4:30 PM	Leadership & Supervisory Issues (HRHRSU0106)	\$0*	KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037.	DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room	Managers & Supervisors	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom.
9/11/2019- 9/12/2019 - 8:30 AM to 3:30 PM	SQL Fundamentals	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is a basic introduction to SQL. Students will learn about retrieving data from a table, using operators, functions, joins & subqueries. Upon class completion students will receive a certificate.
9/12/2019 - 8:30 AM to 3:30 PM	Outlook 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn how to configure an e-mail account, read, create & send messages & work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts & tasks, use the Calendar & manage their Outlook folders.

9/17/2019 - 1:30 PM to 4:30 PM	Using AMP for Web Accessibility	\$0*	KS Information Technology Office (KITO) - Carolynn Ingram at: KITO@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training	State Defense Building, 2800 SW Topeka Blvd, PC Lab	All Employees	This three-hour course will focus on how to use the Accessibility Management Platform (AMP), the web accessibility assessment tool made available by OITS. Regular evaluation with AMP is a key component of our critical, ongoing efforts to improve the accessibility of all of our websites & web applications, so whether you're new to AMP or would just like a refresher on how to get the most out of it, we hope you'll take this opportunity to become more familiar with this essential tool.
9/18/2019 - 8:30 AM to 2:30 PM	Excel 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells & workbooks, define and apply cell & range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists & create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert & edit hyperlinks in worksheets and send a workbook via e-mail.
9/18/2019 - 11:00 AM to 12:00 PM	Time Management Tools: To-Do Lists, Calendars, Smartphones & More	\$0*	KS Department of Health & Environment (KDHE) and ComPsych - Register online at: https://register.gotowebinar.com/register/7422152485362342659	Online	All Employees	It seems that more than ever, people are living busy, chaotic lives that often leave them feeling overwhelmed & out of control. Between work, parental responsibilities, community involvement, exercise, hobbies, friendships, family responsibilities & more, sometimes it feels as if keeping track of it all is just impossible. Fortunately, there are many tools available to help people gain control, through sometimes sorting through what's available can add what seems like even more chaos to life. Smartphones, day planners, alarms, e-mail systems, priority grids, voicemail systems, note pads, to-do lists, contact lists, address books, folders, file cabinets & more - the purpose of this workshop is to help you sort through the tools available to help you organize your life & pick the ones that will work for you.
9/19/2019 - 8:30 AM to 3:30 PM	Word 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Create and format sections in a document, create multiple columns & sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders & shading, using the Table Auto Format command & drawing a table. Import Excel data into Word tables, use formulas to perform calculations and link & embed Excel data. Create & modify styles to format text and to set up & use different views, including Outline view, the Document Map pane and thumbnails. Create and manipulate Headers & Footers. Working with Styles. Creating labels and envelopes. Working with Graphics Revisions in a document.
9/25/2019 - 10:30 AM to 11:30 AM	Walking for Mental Health	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/Walking4MentalHealth	Landon State Office Building, Conference Room 509	All Employees	Walking is a common source of exercise for many people, and it has well-recognized physical health benefits. But, did you know there are mental health benefits to walking, too? Anyone who walks for any reason could also be enjoying these benefits. This workshop will look at the benefits of meditative walking and walking in nature. Participants will review ideas for getting started with both types of walks, as well as labyrinth walking. The possible benefits of walking barefoot in grass, known as "grounding," will also be presented.

9/25/2019 - 1:00 PM to 5:00 PM	Kansas Project Management Methodology Executive Overview	\$0*	KS Information Technology Office (KITO) - Carolynn Ingram at: KITO@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory, 2800 SW Topeka Blvd, Room 166	Project Management Oriented Employees	This course introduces participants to the State of Kansas Project Management Methodology (PMM). Participants will learn how Project Management Methodology evolved in the State of Kansas. The course is designed to provide an understanding of project concepts, roles & responsibilities, the planning process, and project phases. Participants will learn the purpose of PMM and the importance of it to a project's success. The course also covers the importance of the roles and responsibilities of each team member on the project. Lastly, participants will be walked through all of the documentation that is submitted during planning, execution, and close-out.
9/26/2019 - 8:30 AM to 4:30 PM	PowerPoint 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course teaches you how to create, modify, format, build and run PowerPoint slide shows, as well as use WordArt, AutoShapes, ClipArt & graphic objects. You will learn about the PowerPoint toolbars, use the clipboard task pane and create tables using tabs. You will also learn to use the Slide transition task pane.
9/26/2019 - 1:00 PM to 4:00 PM	Performance Management Process (PMP)	\$0*	KS Department of Administration (DofA) - Register online at: https://www.surveymonkey.com/r/PMPSept26	Landon State Office Building, Conference Room 560	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.
9/27/2019 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of \$38 will be assessed. Please contact Jonathan Wood at Jonathan.Wood@ks.gov , for any certification fee questions & payment.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

October 2019 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
10/1/2019 - 8:30 AM to 4:30 PM	Conflict Management	\$140	KS Information Technology Office (KITO) - Carolynn Ingram at: KITO@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory, 2800 SW Topeka Blvd, Room 166	Project Management Oriented Employees	This one-day course will focus on ways to reduce professional or personal conflict. Participants will gain insight into ways to acquire control of volatile situations & prevent anger from escalating. They will receive clear steps of action for getting to the root of the conflict. Ways to facilitate bad situations, techniques for gaining consensus & simple confrontation techniques that reduce stress will all be examined.
10/1/2019- 10/2/2019 - 8:30 AM to 3:30 PM	Access 2016 Level 3	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Use SQL statements and examine them in Access, write SQL statements to create queries & attach an SQL statement to a command button. Create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria and create action queries to add, delete & modify data in tables and to create new tables. Create & run macros to automate tasks and attach macros to the events of database objects. Create data validation & data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros & create macros to import/export database objects. Import Access objects into an active database from another Access database & Excel, export objects from one active database to another Access database, export/import XML documents.
10/2/2019 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of \$38 will be assessed. Please contact Jonathan Wood at Jonathan.Wood@ks.gov , for any certification fee questions & payment.
10/3/2019 - 8:30 AM to 4:30 PM	Tools for Crucial Conversations (HRGSCO0402)	\$0*	KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037	DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room	Managers & Supervisors	Participants will be introduced to modes & tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive & intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit & joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting & monitoring clear expectations of performance based upon customer-centered services & workforce efficiencies.

10/4/2019 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
10/8/2019 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	\$0*	KS Department of Administration (DofA) - Register online at: https://www.surveymonkey.com/r/PMPOct8	Landon State Office Building, Conference Room 560	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.
10/8/2019 - 8:30 AM to 3:30 PM	Outlook 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar and Reading Pane. Create groups, shortcuts & address books; customize email options, set alerts & use voting buttons. Use and customize instant search of the Inbox, all folders, Contacts, Tasks & Calendar. Use categories, Rules & Automatic Reply messages. Use advanced methods of setting up, organizing and moving items within folders & sub-folders (including folder clean-up & deletion of folders). Create, delete and use public folders & learn to post and delete items within public folders.
10/9/2019 - 8:30 AM to 3:30 PM	PowerPoint 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn how to create and modify templates, build a custom slide master & insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art & drawing tools. Students will add & modify action buttons, use advanced delivery techniques, customize & create toolbars & create macros.
10/10/2019 - 8:30 AM to 3:30 PM	Excel/Access 2016 Integration	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is for students with Excel and Access experience. It is recommended that students in this class have taken at least Access Level 3 & Excel Level 1 (or have equivalent experience). Knowledge of the normalization or design view of forms or macros is essential. Students in this class will learn how to prepare an Excel spreadsheet to integrate within Access, create action queries to separate the list into multiple tables & create a macro to automate the process.
10/10/2019 - 8:30 AM to 3:30 PM	Windows 10 Basics	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will identify & open objects on the Windows Desktop, use the Windows XP Help and Support Center, navigate the folder hierarchy & search for files by using My Computer and Windows Explorer, manage files & folders and work with the Recycle Bin, create simple word processing documents & drawings by using the WordPad & Paint accessories, customize the desktop by creating desktop shortcuts and using the Control Panel and Browse the Internet by using Internet Explorer & turn off Windows.

10/14/2019 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.
10/15/2019- 10/16/2019 - 8:30 AM to 3:30 PM	Access 2016 Level 1	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Organize data efficiently by using a database management system; start Access & open Access databases; & use the Help feature. Plan & create a database; use Datasheet view & Design view. Create tables & work in tables. Modify a table's design. Use the Find feature & the spelling checker. Sort, filter, and delete records. Set field properties. Create input masks. Set validation rules; & create single & multiple-field indices. Create queries & sort & filter the results; modify queries; & perform operations in queries. Create, modify & work with forms. Use them to find, sort & filter records. Create reports by using Auto Report, the Report Wizard, Design view & queries; & modify & print report.
10/15/2019- 10/16/2019 - 8:30 AM to 4:30 PM	Leadership & Supervisory Issues (HRHRSU0106)	\$0*	KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037.	DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room	Managers & Supervisors	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom.
10/15/2019- 10/17/2019 - 8:30 AM to 3:30 PM	Crystal Reports Writer Level 2	\$400	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This 3-day workshop is designed for experienced Crystal Report users. The intent of the course is to increase the design skills & expand into the expert features & powerful functionality of Crystal Reports. This workshop delves into the most complex techniques used for creating reports & solving reporting problems, as well as hands-on practice time with formula solutions.
10/23/2019 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	\$0*	KS Department of Administration (DofA) - Register online at: https://www.surveymonkey.com/r/PMPOct23	Landon State Office Building, Conference Room 560	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.

10/24/2019 - 10:30 AM to 11:30 AM	The Sandwich Generation: Balancing Your Personal Life with the Needs of Your Older Parents or Loved Ones	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/TheSandwichGeneration	Landon State Office Building, Conference Room 509	All Employees	Most of us reach a point in life when parents or elderly relatives begin to require more attention and time, and sometimes, our financial support as well. Caring for an older person can be complicated and few of us are trained for the many aspects of that care. Providing care for an elder is a very personal matter. No two situations are the same and there are no simple solutions. You can, though, benefit from following some practical suggestions. Balancing work, family and care-giving responsibilities can present some challenges. This workshop provides an overview of information to help the participant cope with their personal life while dealing with their elder's needs.
10/24/2019 - 3:00 PM to 4:00 PM	Overcoming Procrastination	\$0*	KS Department of Health & Environment (KDHE) and ComPsych - Register online at: https://register.gotowebinar.com/register/212238027128203779	Online	All Employees	Procrastination is rampant in today's business world. Sure, it's easy to blame others for your inability to get things done - demanding bosses, or co-workers who interrupt you for help. But be honest, how often is it your own fault? Are you simply putting off doing what will still be in your inbox tomorrow? Do you make statements such as: "I don't have time to do it", "It make sense to do the smaller tasks first to get them out of the way", "Once I get more energy, I can really focus on this"? If so, there's a strong possibility that you have fallen into the "Procrastination Trap". Pushing important tasks & projects off until later can cause emotional anguish & keep you from accomplishing professional & personal goals. This workshop will provide you with techniques & strategies to overcome procrastination in your work & personal life.
10/29/2019 - 8:30 AM to 3:30 PM	Excel 2016 Level 3	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify and use data forms to add data. Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing & comparing large amounts of data; change PivotTable view by moving fields and by hiding & showing details; improve the appearance of a PivotTable by changing its field settings & applying a format; Create a PivotChart to graphically display data from a PivotTable. Export data from Excel to a text file & import data from a text file into an Excel workbook; Import XML data into a workbook & export data from a workbook to an XML data file and use Microsoft Query & the Web query feature to import data from external databases.
10/29/2019 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of \$38 will be assessed. Please contact Jonathan Wood at Jonathan.Wood@ks.gov , for any certification fee questions & payment.

10/30/2019 - 8:30 AM to 3:30 PM	Word 2016 Level 3	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn mail merge, create forms, work with & run macros. You will also create a master document, table of contents, footnotes, endnotes & cross-references.
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Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

November 2019 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
11/1/2019 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
11/4/2019 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of \$38 will be assessed. Please contact Jonathan Wood at Jonathan.Wood@ks.gov , for any certification fee questions & payment.
11/13/2019 - 3:00 PM to 4:00 PM	Stress: A Way of Life or a Fact of Life	\$0*	KS Department of Health & Environment (KDHE) and ComPsych - Register online at: https://register.gotowebinar.com/register/750685363924551939	Online	All Employees	All aspects of work & life require stress - everyone experiences it. Experiencing stress is not all bad, but how we perceive stress is what's important. Stress is our body's normal response to any extra physical, mental or emotional demand we place on it. This workshop will help you to understand more about stress, identify your stressors & learn ways to cope with & manage high stress levels.
11/14/2019 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	\$0*	KS Department of Administration (DofA) - Register online at: https://www.surveymonkey.com/r/PMPNov14	Landon State Office Building, Conference Room 560	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.

11/15/2019 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of \$38 will be assessed. Please contact Jonathan Wood at Jonathan.Wood@ks.gov , for any certification fee questions & payment.
11/20/2019 - 10:30 AM to 11:30 AM	Developing Creativity	\$0*	KS Department of Administration (KDoA) and CompPsych - Register online at: https://www.surveymonkey.com/r/DevelopingCreativity	Landon State Office Building, Conference Room 509	All Employees	In today's increasingly competitive business climate, there is a need for continuous innovation and value-added solutions. Individuals and organizations alike are discovering that new ideas have become the global currency of the future. Unfortunately though, as adults, we often limit our thinking and problem solving to fit known patterns and solutions by creating boundaries around our problems and circumstances. Enhancing our creativity can help us break through these boundaries.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

December 2019 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
12/4/2019 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of \$38 will be assessed. Please contact Jonathan Wood at Jonathan.Wood@ks.gov , for any certification fee questions & payment.
12/4/2019 - 10:30 AM to 11:30 AM	Effective Communication	\$0*	KS Department of Administration (KDoA) and CompPsych - Register online at: https://www.surveymonkey.com/r/EffectiveCommunication2016	Landon State Office Building, Conference Room 509	All Employees	Why is interpersonal communication important? Personal success depends on our ability to communicate. Effective human relations depend on our communication skills. Overall, interpersonal communication skills are necessary for understanding and for action. This workshop explores interpersonal skills and techniques necessary for successful interactions.
12/6/2019 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.

12/17/2019 - 3:00 PM to 4:00 PM	Managing Holiday Stress	\$0*	KS Department of Health & Environment (KDHE) and ComPsych - Register online at: https://register.gotowebinar.com/register/6779921146508670467	Online	All Employees	The approaching holiday season brings many expectations. Often this makes us feel like we are being pulled in a hundred different directions. There are office parties to attend, family get-togethers to schedule, children's holiday recitals & gifts to buy. The holidays can be one of the happiest times of the year, yet it can also be one of the most stressful. Maintaining balance & keeping stress from overwhelming you are keys to an enjoyable holiday season. This workshop provides an overview of common stressors people encounter during the holidays & offers "stress buster" tips to help you get the most possible enjoyment out of the season.
12/20/2019 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of \$38 will be assessed. Please contact Jonathan Wood at Jonathan.Wood@ks.gov , for any certification fee questions & payment.